USER'S MANUAL
ACCESS DATABASE
INVOICING

February 13, 2006
(Revision 1)

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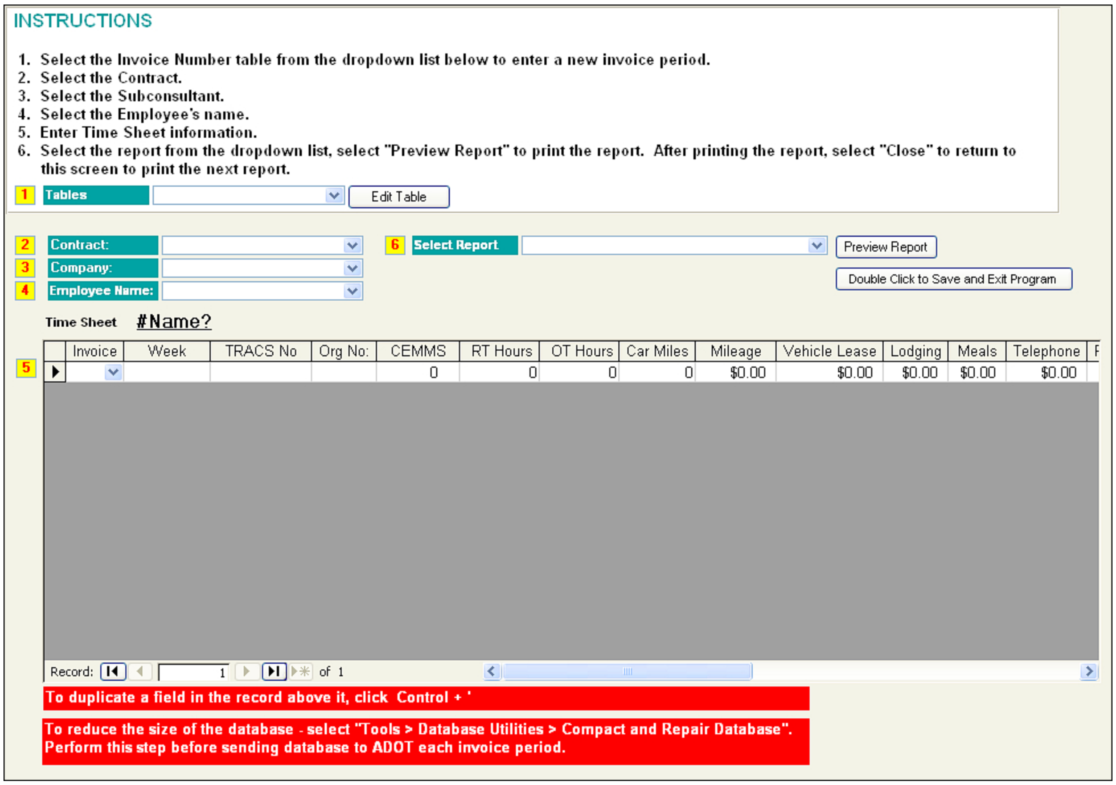
1.0 INTRODUCTION

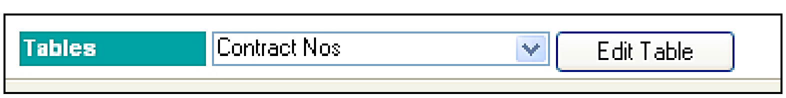
The purpose of the document is to describe the steps to enter time sheet information into an Access database, generate an invoice and submit the electronic file to be imported into ADOT's database.

To get started, click on the "ADOT Invoicing" database, after doing so the screen below will display.

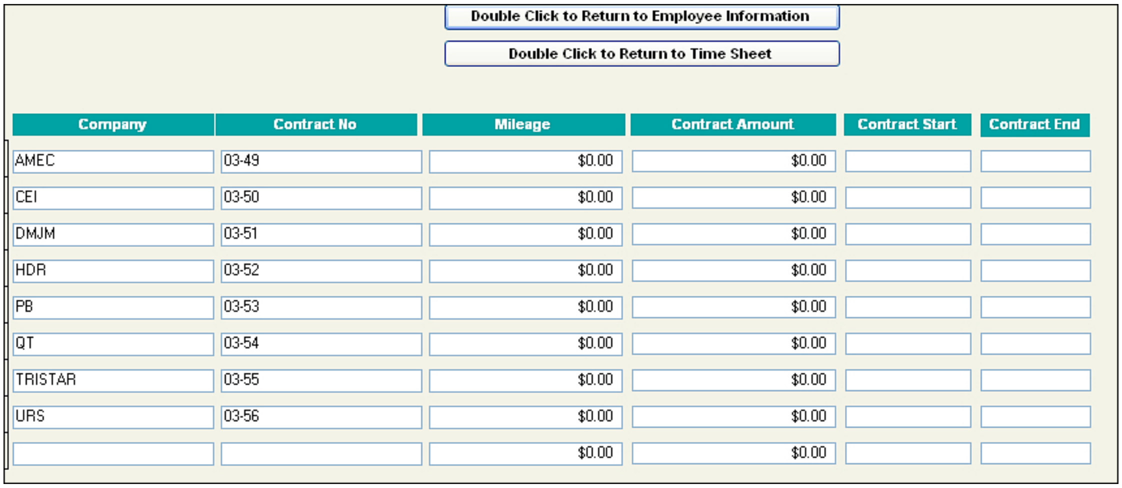


2.0 ENTERING CONTRACT INFORMATION

The first task that will need to be performed when you receive ADOT's blank invoice database is enter the information associated with the contract such as the start date, ending date, company name, mileage rate and contract amount. To enter this information, select the "Contract Nos" table from the dropdown list and click "Edit Table".



The screen below will display.



Double Click to Return to Employee Information

Double Click to Return to Time Sheet

Company	Contract No	Mileage	Contract Amount	Contract Start	Contract End
AMEC	03-49	$0.00	$0.00		
CEI	03-50	$0.00	$0.00		
DMJM	03-51	$0.00	$0.00		
HDR	03-52	$0.00	$0.00		
PB	03-53	$0.00	$0.00		
QT	03-54	$0.00	$0.00		
TRISTAR	03-55	$0.00	$0.00		
URS	03-56	$0.00	$0.00		
		$0.00	$0.00		

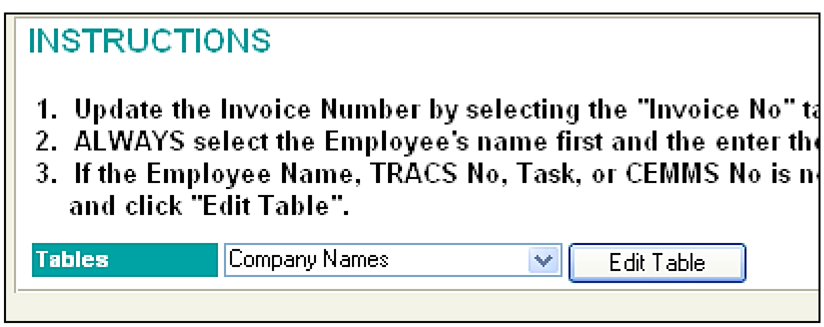
1. Enter the mileage rate, Contract Amount, Contract Start Date and Contract End dates into the fields provides. If the mileage rate is calculated in the overhead rate, the mileage rate field will be blank.

2. After entering the information, double click the "Double Click to Return to Time Sheet" or "Double Click to Return to Employee Info" button to go the time sheet or the employee information screen.

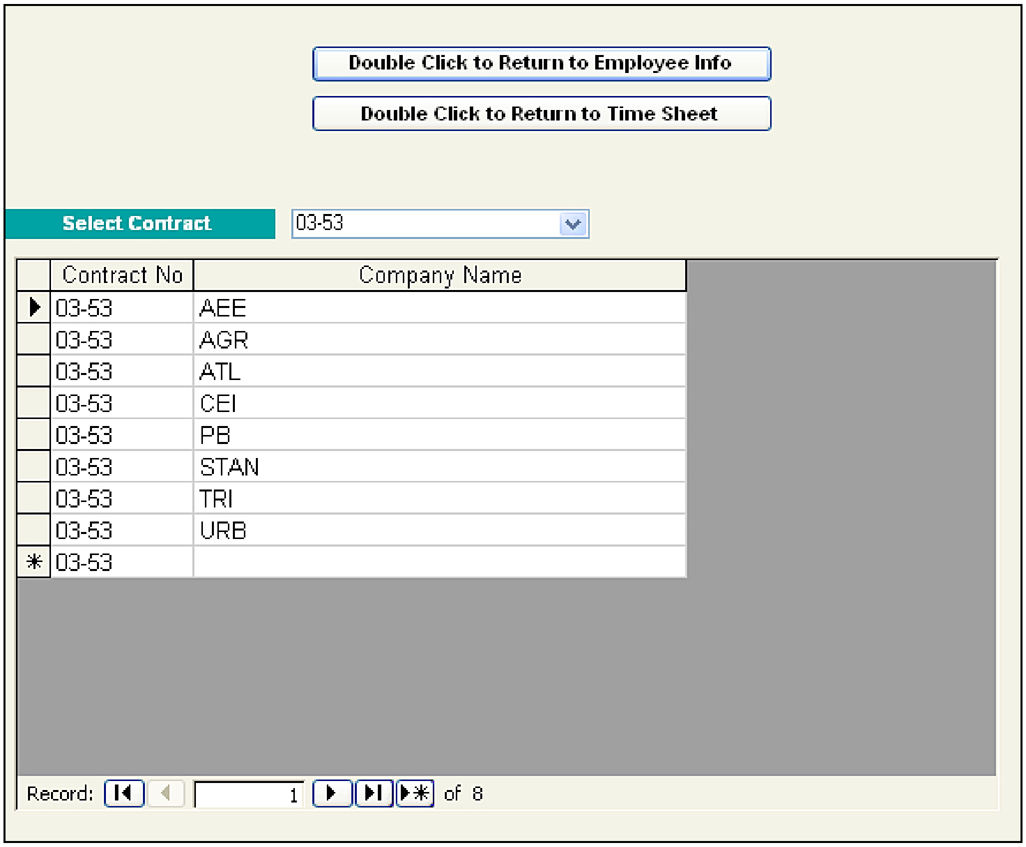
3.0 COMPANY NAME

The next task that will be to be performed is entering the subconsultants associated with the contract. Follow the steps below to enter the subconsultants for this contract.

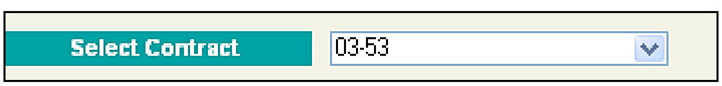
1. To enter the company names for the contract, select "Company Names" from the dropdown list and click "Edit Table".



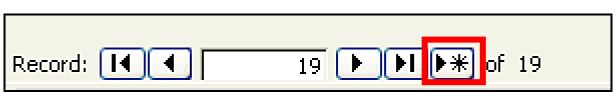
The screen below will display.



2. Select the Contract number from the dropdown list at the top of the screen.



3. Click the  button at the bottom of the screen to create a new record. Enter an abbreviation for the subconsultant for the contract.

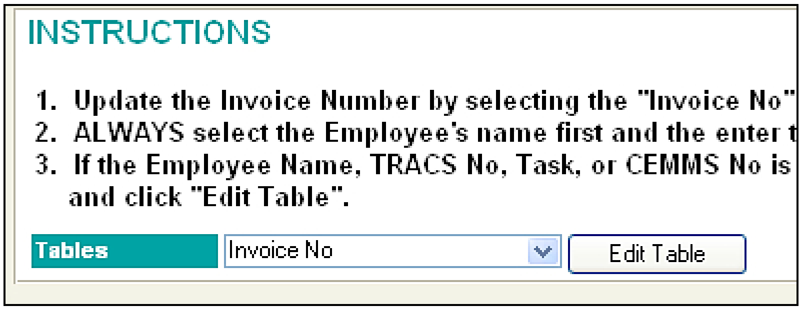


4. After entering all companies, double click the "Double Click to Return to Time Sheet" or "Double Click to Return to Employee Info" button to go the time sheet or the employee information screen.

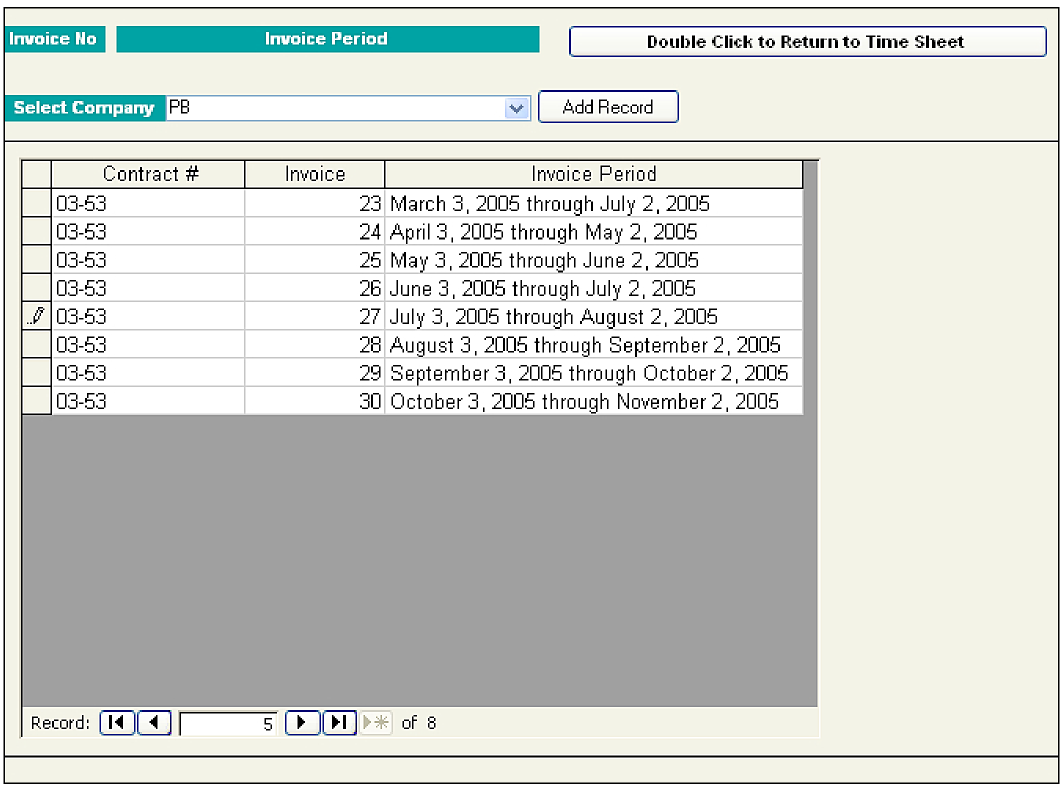
4.0 INVOICE NUMBER

When the ADOT Invoice Database is distributed to each consultant, the invoice number is blank since each consultant has different invoice numbers for different periods so each consultant will need to insert invoice numbers until they get to the current invoice number before any time sheet information can be entered.

1. Select the "Invoice No" from the dropdown list and click "Edit Table"

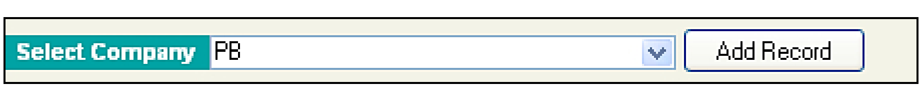


The screen below will display.



Contract #	Invoice	Invoice Period
03-53	23	March 3, 2005 through July 2, 2005
03-53	24	April 3, 2005 through May 2, 2005
03-53	25	May 3, 2005 through June 2, 2005
03-53	26	June 3, 2005 through July 2, 2005
03-53	27	July 3, 2005 through August 2, 2005
03-53	28	August 3, 2005 through September 2, 2005
03-53	29	September 3, 2005 through October 2, 2005
03-53	30	October 3, 2005 through November 2, 2005

2. Select the Company from the dropdown list at the top of the screen and Click "Add Record". The Contract # and Invoice columns will be filled-in automatically and cannot be changed. Enter the Invoice Period for that invoice number. The database is setup to start the invoice numbering at 20 for each company. Continue selecting "Add Record" until the current invoice number is entered. For the initial setup, the month and year can be entered into the "Invoice Period" field until the current invoice number has been added. **DO NOT GO PAST THE CURRENT INVOICE PERIOD.** Once the current invoice number has been added, enter the invoice period start and end dates.



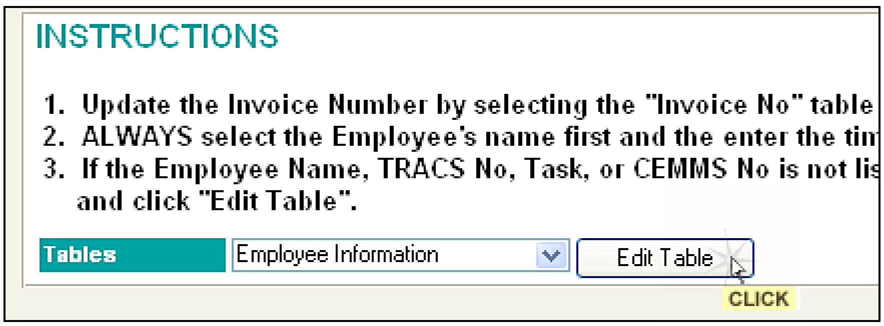
3. Double click the "Double Click to Return to Time Sheet" button at the top to return to the time sheet.

5.0 EMPLOYEE RECORDS

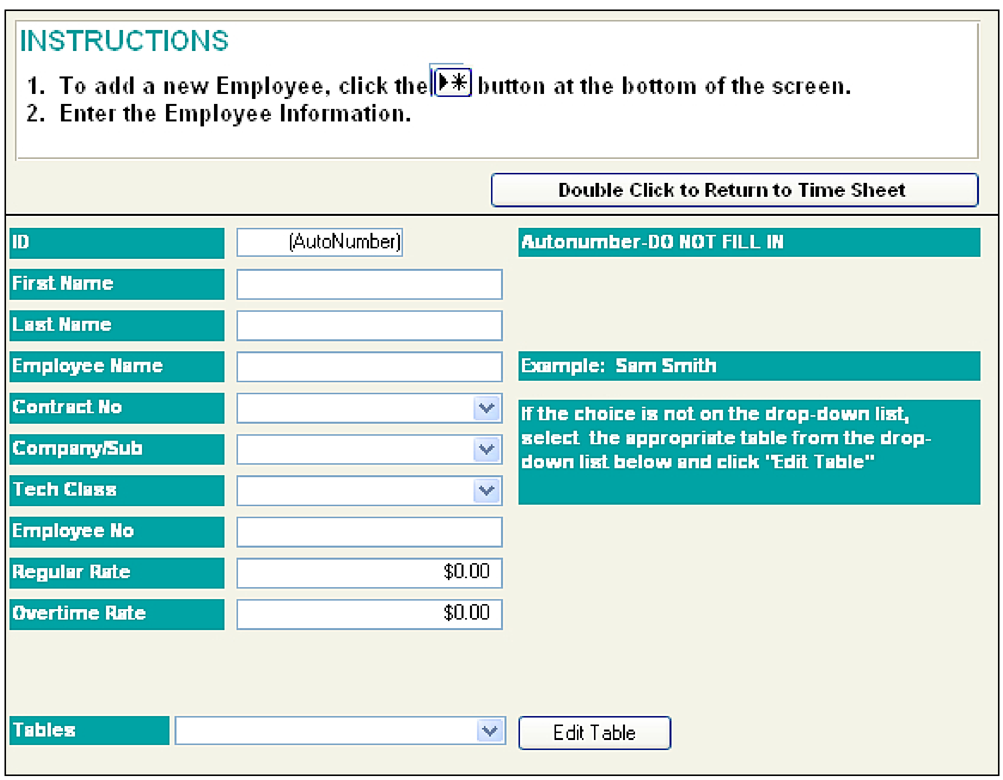
5.1 Creating a New Record

Entering the employee information is the next step that will need to be performed in order to select that employee to enter the time sheet information. To create a new record, follow the steps outline below.

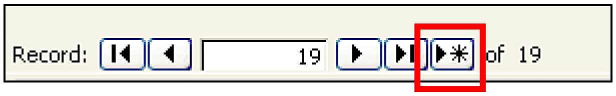
1. Select the "Employee Information" from the dropdown list and click "Edit Table".



The screen below will display



2. Click the button at the bottom of the screen to create a new record. Enter the information for the employee following the onscreen instructions.



ALL FIELDS MUST BE FILLED IN.

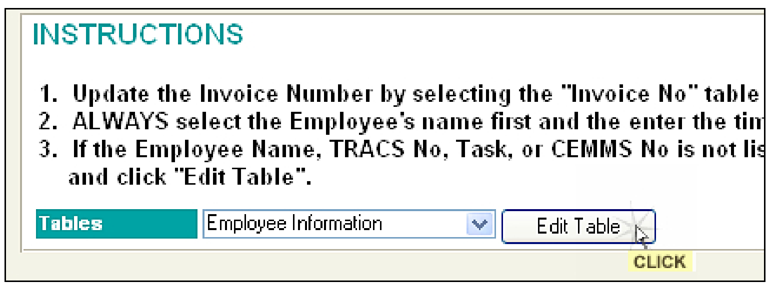
Repeat step 2 until all employees are entered.

3. After entering all the information for the employees, double click on the "Double Click to Return to Time Sheet" button at the top to return to the Time Sheet.

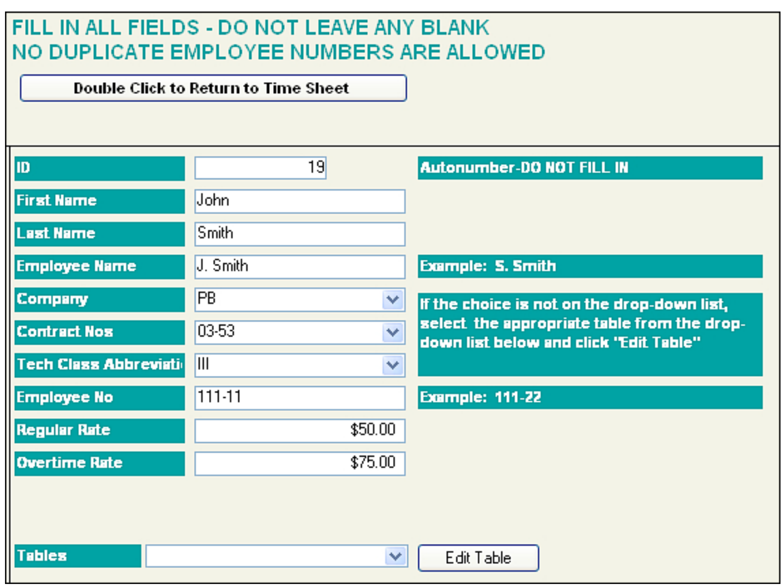
5.2 Editing an Existing Record

If the employee already exists in the database and their information needs to be edited, follow the steps below to edit an existing record.

1. Select the "Employee Information" from the dropdown list and click "Edit Table".



The screen below will display



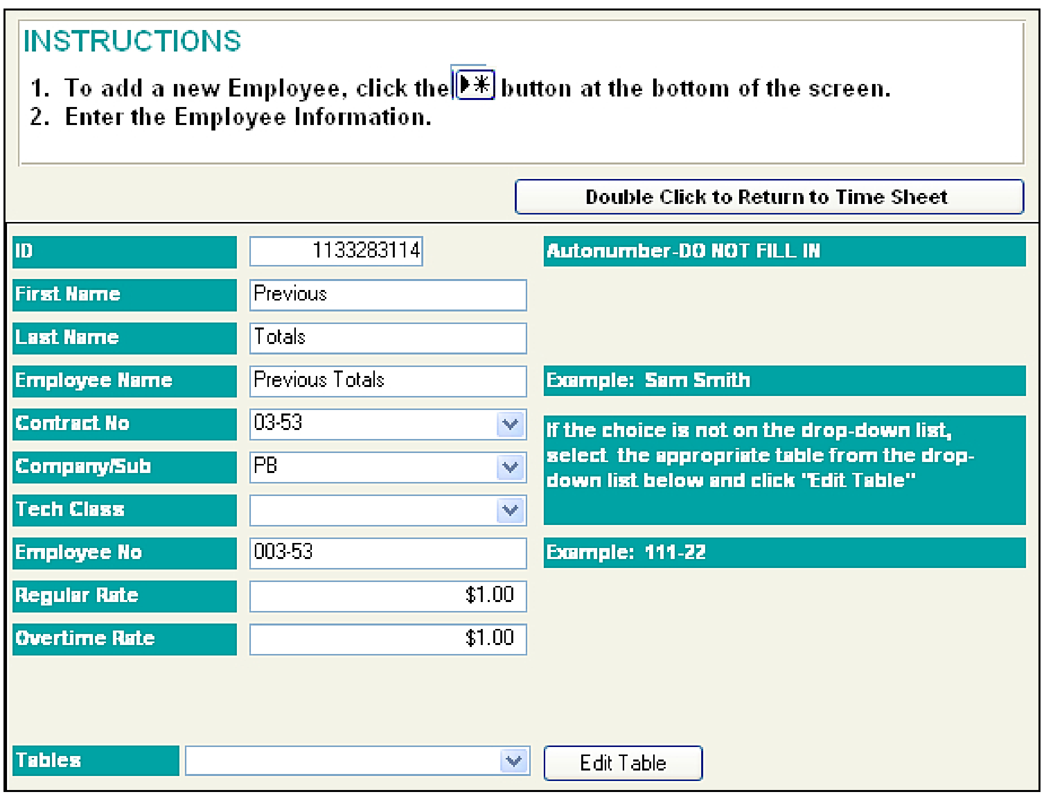
2. Click the [navigation buttons] buttons at the bottom of the screen to scroll through the database until the employee is displayed to be edited. Edit the information.

3. After editing the information, double click on the "Double Click to Return to Time Sheet" button at the top to return to the Time Sheet.

6.0 ACCUMULATIVE TOTAL

Since this database is being introduced in the middle of contracts, it does not contain the previous amounts invoiced to ADOT and will need to be entered. Follow the steps below to enter previous accumulated amounts.

1. Add an Employee named "Previous Total" as shown below, make sure to add your correct Contract No and Company. For the Employee No., add an "0" at the beginning and enter your contract number for the last 4 digits.

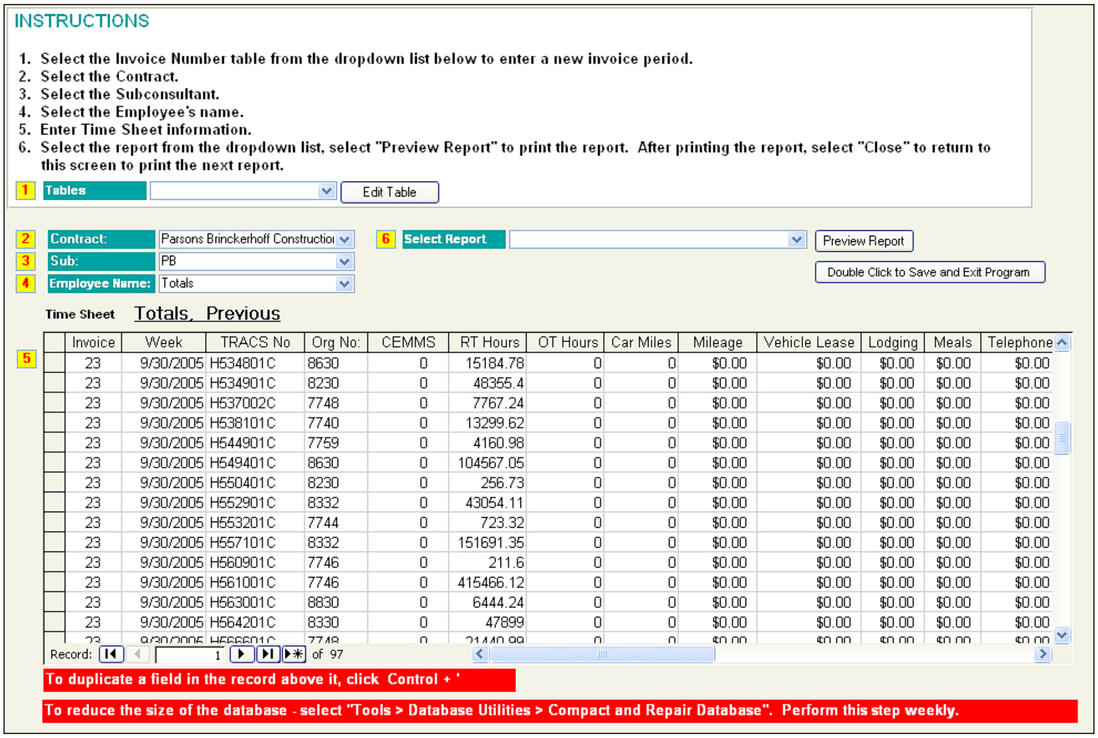


2. Regular Rate = $1.00 (The reason is because when you enter the accumulated about from the last invoice in the RT hour field on the timesheet, it will list the correct dollar amount in the total).

3. Overtime Rate = $1.00

4. Double click the "Double Click to Return to Time Sheet" button at the top to return to the time sheet.

5. Select the Contract No., the Company the contract is listed under and the Employee "Previous Total" as shown below.



6. Enter all the amounts for the TRACS by selecting the previous invoice number (NOT YOUR CURRENT INVOICE PERIOD), date, TRACS number and enter the total dollar amount in the "RT Hours" field from the Accumulated TRACS Report and using the amount in the "Total Accumulated Amount" column. Continue entering the information until all previous amounts have been entered.

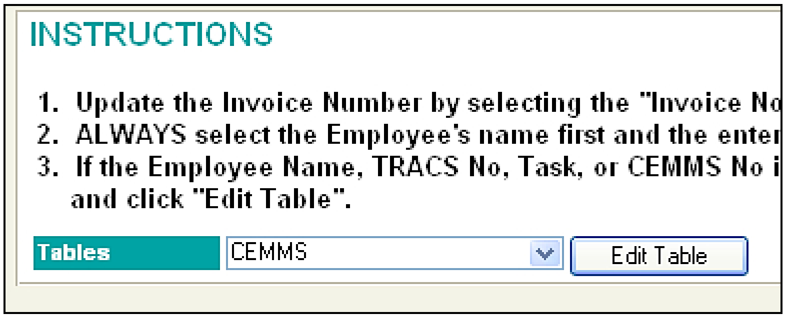
   THIS IS A ONE TIME ENTRY.

7. After entering all previous accumulated amounts and before entering any current timesheet records for the current invoice period, select the "Payment by Trac" Report and select "Preview Report" to verify that the total is correct. If it is correct, start entering current invoice information.

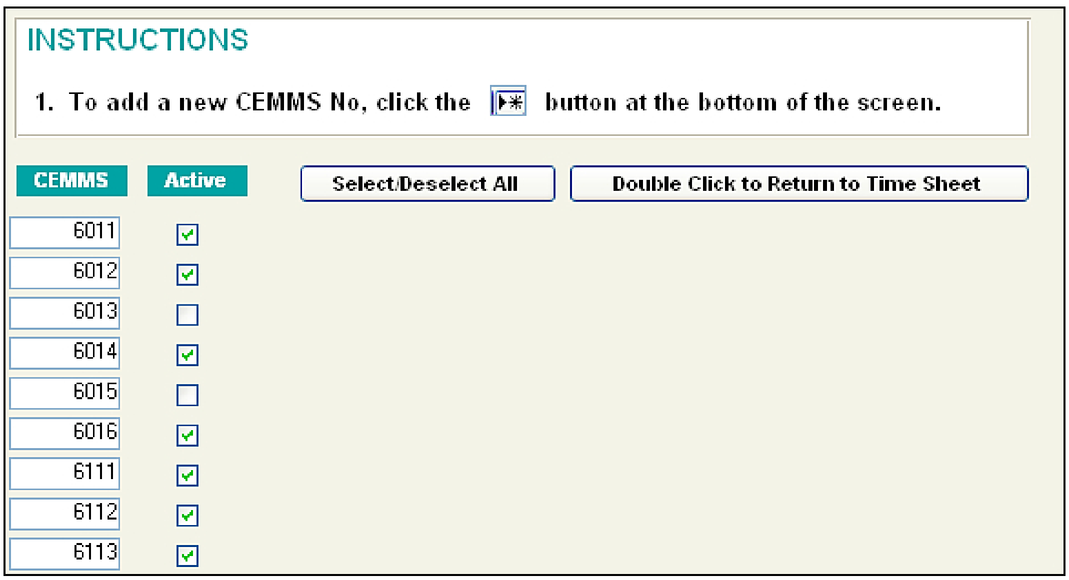
7.0 CEMMS NUMBER

All CEMMS numbers have been inserted by ADOT. The list supplied will not be used by all consultants so to shorten the list to only those needed by the contract, follow the steps below.

1. Select the "CEMMS" from the dropdown list and click "Edit Table"



The screen below will display.



2. In the "Active" column either check or uncheck the checkbox next to the CEMMS number to be activated or deactivated, respectively.

3. To select all CEMMS numbers or to deselect all CEMMS numbers, click the "Select/Deselect All" button.

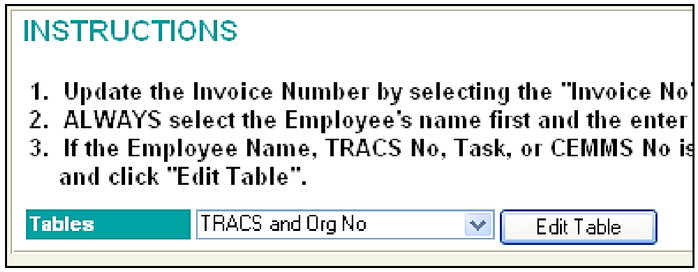
4. Double click the "Double Click to Return to Time Sheet" button at the top to return to the time sheet.

8.0 TRACS NUMBER

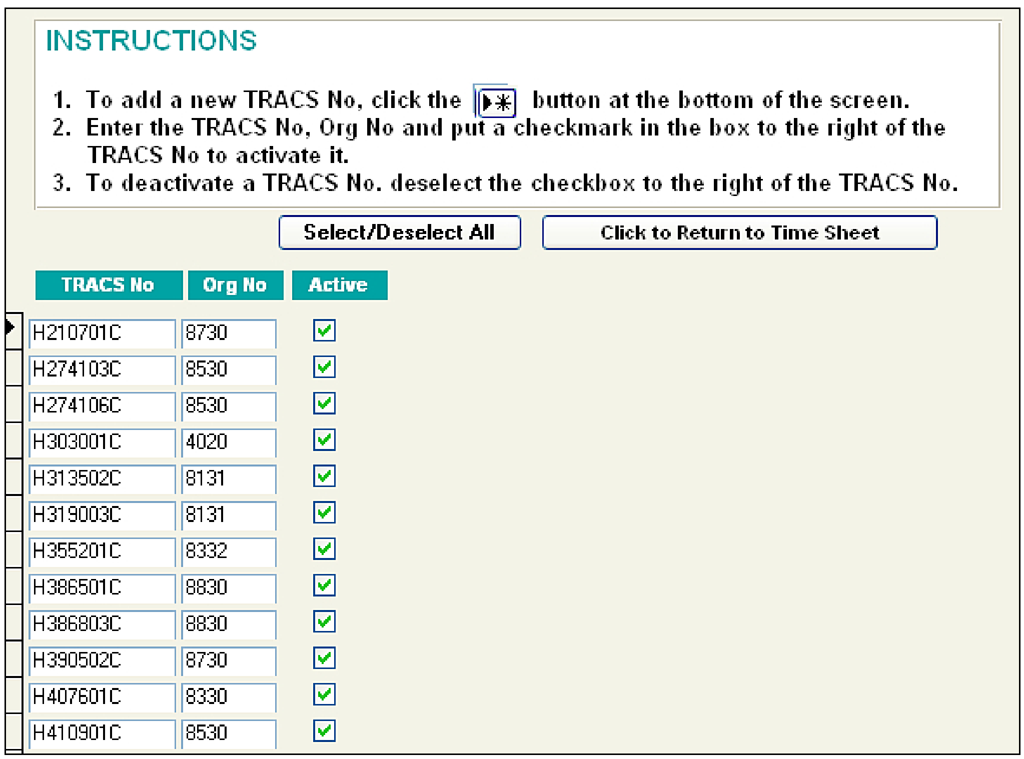
When the ADOT Invoice database is distributed it will contain the list of TRACS numbers with their corresponding Org number. All the TRACS numbers in the list will not be used by all consultants so to shorten the list to only those needed by the contract, follow the steps below. These steps will also be followed if ADOT closes a TRACS number.

8.1 Activating and Deactivating TRACS Numbers

1. Select the "TRACS and Org No" from the dropdown list and click "Edit Table"



The screen below will display.



TRACS No	Org No	Active
H210701C	8730	☑
H274103C	8530	☑
H274106C	8530	☑
H303001C	4020	☑
H313502C	8131	☑
H319003C	8131	☑
H355201C	8332	☑
H386501C	8830	☑
H386803C	8830	☑
H390502C	8730	☑
H407601C	8330	☑
H410901C	8530	☑

2. In the "Active" column either check or uncheck the checkbox next to the TRACS number to be activated or deactivated, respectively.

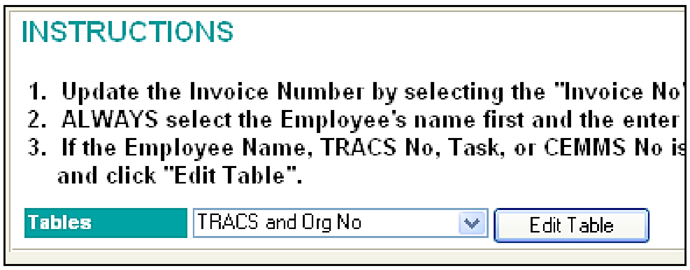
3. To select all TRACS numbers or to deselect all TRACS numbers, click the "Select/Deselect All" button.

4. Double click the "Double Click to Return to Time Sheet" button at the top to return to the time sheet.

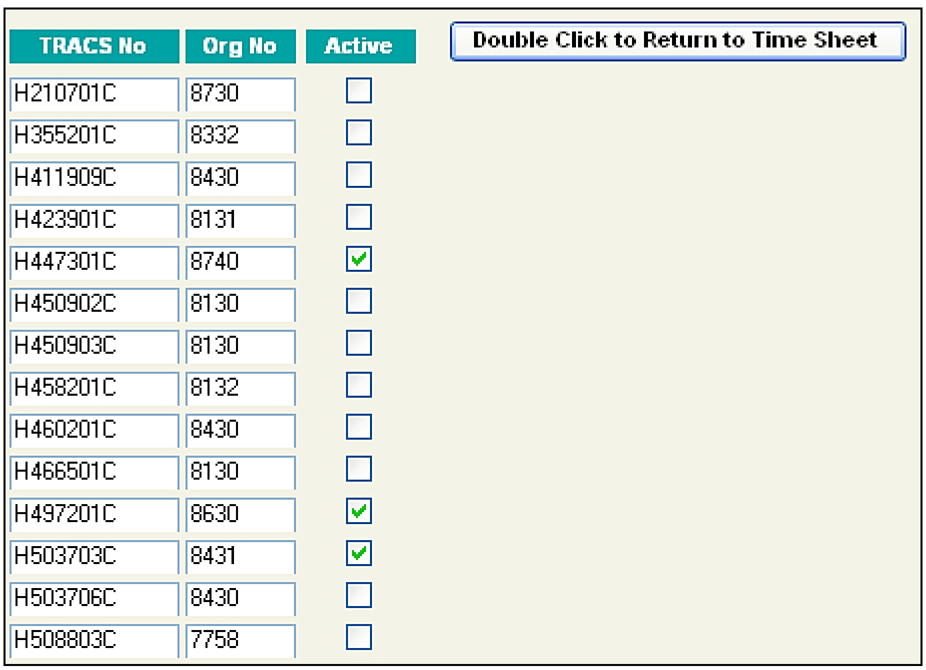
8.2 Inserting a New TRACS Number

If a new TRACS is created, ADOT will send the new number, via email to the consultant. The consultant will need to enter the new TRACS number with the corresponding Org Number into the table so it will be available on the dropdown list on the time sheet. Follow the steps below to enter a new TRACS number.

1. Select the "TRACS and Org No" from the dropdown list and click "Edit Table"



The screen below will display.



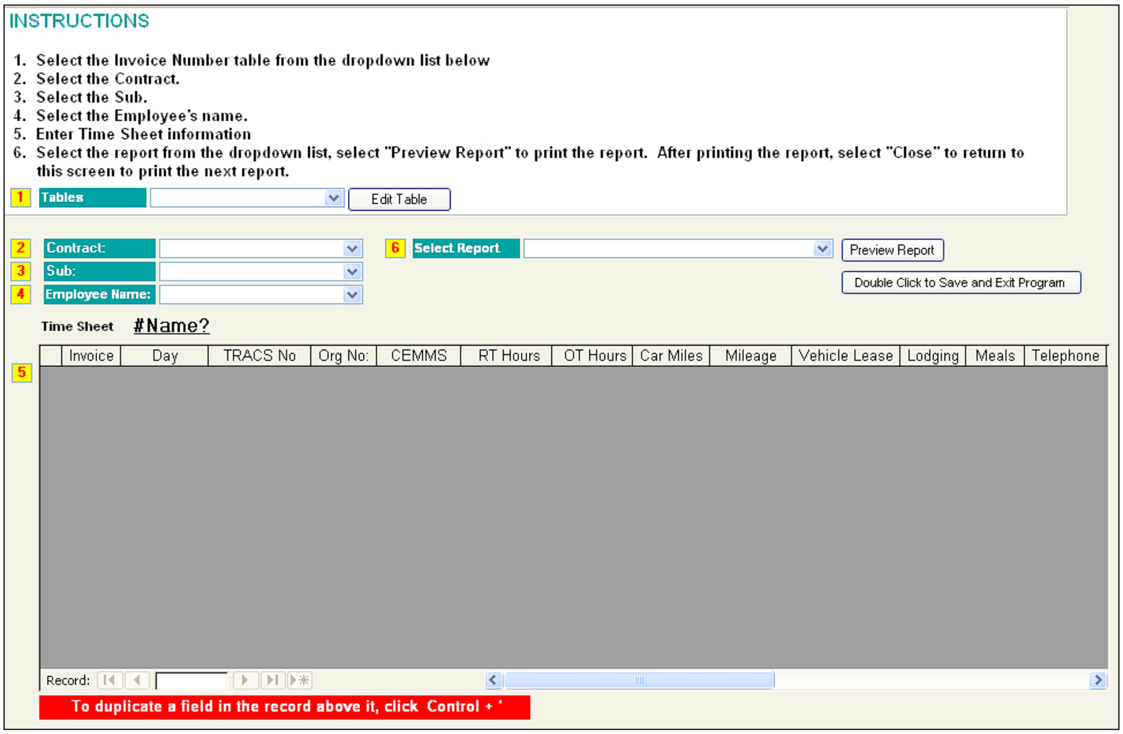
TRACS No	Org No	Active
H210701C	8730	☐
H355201C	8332	☐
H411909C	8430	☐
H423901C	8131	☐
H447301C	8740	☑
H450902C	8130	☐
H450903C	8130	☐
H458201C	8132	☐
H460201C	8430	☐
H466501C	8130	☐
H497201C	8630	☑
H503703C	8431	☑
H503706C	8430	☐
H508803C	7758	☐

2. Click the ▶* button at the bottom of the screen to create a new record. Copy the TRACS number from the email and paste it in the TRACS number field making sure not to add any extra spaces to the number. Enter the corresponding Org number and place a check mark in the checkbox to the right of the number to activate the TRACS number for the contract.

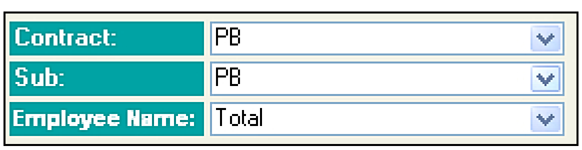
3. Double click the "Double Click to Return to Time Sheet" button at the top to return to the time sheet.

9.0 ENTERING TIME SHEET INFORMATION

Once the information has been entered in the previous steps, time sheet information can be entered.



1. Select the "Contract", "Sub" and "Employee Name" from the dropdown lists.



2. Enter the information into the fields provided. To advance to the next field, click the "Tab" key on the keyboard. The fields include:

Field	**Entry**
Invoice	Select the invoice number for the period being entered.
Week	Enter the week ending date for that entry. Entered mm/dd/yyyy.
TRACS No	Select a TRACS number from the dropdown list. If the TRACS is not listed, select the TRACS and Org No table and enter the new TRACS number with the corresponding Org No.
Org No	The Org number is automatically inserted. If the TRACS No has a different Org No, select from the dropdown list.
CEMMS	Select the CEMMS number from the dropdown list
RT Hours	Enter the number of regular hours the employee worked for that TRACS
OT Hours	Enter the number of overtime hours the employee worked for that TRACS
Car Miles	Enter the mileage.
Mileage	This field is locked and is automatically calculated on the mileage rate that was entered on the Contract No table.
Vehicle Lease	Enter the dollar amount for a leased vehicle
Lodging	Enter the dollar amount for lodging
Meals	Enter the dollar amount for meals
Telephone	Enter the dollar amount for the telephone
Personal Vehicle	Enter the dollar amount for the personal vehicle used.
Billing	Enter the dollar amount for any additional billing
Total	This field is locked and automatically calculates the total of the record

Once all the time sheet information has been entered for that employee, select the next employee and start entering his/her time sheet information. Continue entering the time sheet information until all the information has been entered for the invoice period.

IF YOU ARE IN A FIELD THAT HAS THE SAME VALUE AS THE ONE ABOVE IT, CLICK CONTROL + ' AND ACCESS WILL PUT THE SAME VALUE IN THE FIELD BELOW IT.

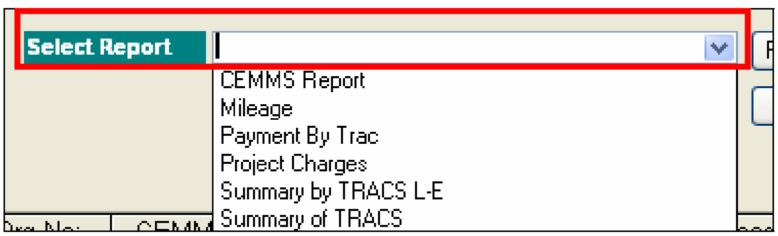
10.0 GENERATING THE INVOICE REPORTS

After you have entered all the information for the invoice period, five reports need to be generated and submitted to ADOT. The reports that need to be generated and submitted to ADOT include:

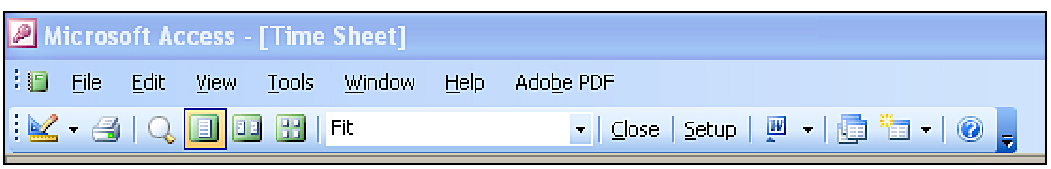
- CEMMS Report
- Payment by Trac
- Project Charges
- Summary by TRACS L-E
- Summary of TRACS

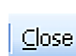
Follow the steps below to generate these reports:

1. Select a report from the dropdown list and click "Preview Report". A window will display to enter the invoice period, enter the current invoice period and click "Okay". The report will display in a new window.



2. Click the printer  icon to print the report.

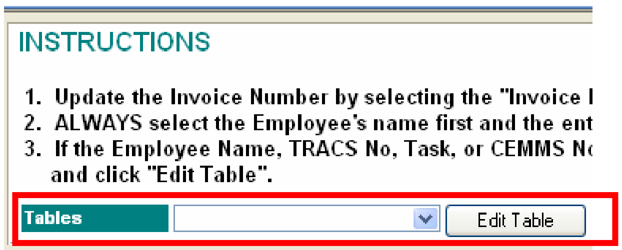


3. After printing the report, click the close 

button to return to the Time Sheet form. Select the next report and repeat the steps above until all five reports have been printed.

11.0 EDITING INFORMATION

To edit the information from the different tables available, select the table from the dropdown list, click "Edit Table" to go to that table and make edits. After making the changes, click the button to return to the time sheet form.



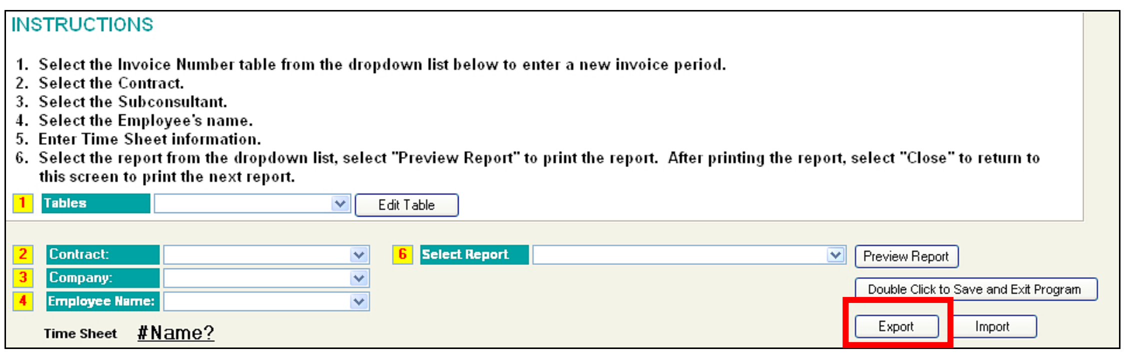
12.0 EXPORTING THE DATABASE TO SEND TO ADOT

After all invoice information has been entered and the invoice has been approved by ADOT, the database can now be exported and sent to ADOT.

Follow these steps to export the database and send it to ADOT:

1. Create a new folder on your C: drive titled "ADOTData"

2. Return to the database and click the "Export" button. A window will display that the data has been exported successfully.



3. Go to your email program (Outlook or Lotus Notes) and create a new email to Michelle Bowser [MBowser@azdot.gov]

4. Attach the five Excel tables that are located in the C:\ADOTData folder and click "Send". The five tables are: Contract Nos, Employees, Invoice No, Subs and Time Sheet.

5. Once you have sent to the tables to ADOT, either delete them or move them to another folder to achieve.